

**Advocacy Services for Kids
Executive Director**

Advocacy Services for Kids is seeking a full-time Executive Director to provide overall leadership, planning and management of all operations and resources of ASK, in accordance with the strategic direction, mission, vision, ends and policies set by the Board of Directors. The Executive Director ensures the progress and development of the organization's programs and the supervision of all staff members. The responsibility for all the financial transactions necessary to meet the operative needs of the organization rests with this position including Medicaid billing. In carrying out the responsibilities of the position, the Executive Director maintains a collaborative and responsible relationship with the Board of Directors.

The candidate must possess a Bachelor's Degree with a minimum of five years of experience in management; or Master's Degree in mental health related field. The candidate must communicate clearly, cultivate and maintain relationships, understand nonprofit financial data, supervise and coach staff, and manage multiple programs, projects and deadlines.

Please send a cover letter and a resume to Advocacy Services for Kids via email, mail or fax:

Advocacy Services for Kids
216 Balch Street
Kalamazoo, MI 49001
Email: mail@askforkids.org
Fax: (269) 978-0287
Phone: 269-343-5896

ASK is an equal opportunity employer.

Deadline to apply is 5:00pm on October 16th.